



JOB DESCRIPTION

Title: **PLANS EXAMINER/ASSISTANT
BUILDING OFFICIAL**

Department: Public Services

Class Code: 3160

FLSA Status: Non-Exempt

Effective Date: July 1, 1992 (Rev. 07/2005)

Grade Number: 20

GENERAL PURPOSE

Under general supervision from the Chief Building Official, performs complex technical duties in enforcing construction codes to insure public safety and health.

EXAMPLES OF DUTIES

- *-- Acts as Chief Building Official in Chief Building Official's absence.
- *-- Provides daily supervision of building inspectors and permit specialist.
- *-- Assists in training building inspectors and permit specialist regarding the adopted construction codes and division procedures.
- *-- Reviews building plans, specifications and checks calculations of complex buildings to insure compliance with currently adopted codes; approves building permit applications prior to permit issuance; calculates building permit fees.
- Prepares and maintains records of plans, plan reviews, inspections, letters and reports prepared or used in connection with all building permits.
- *-- Responds to questions regarding adopted codes from property owners, developers, contractors, engineers and architects; interprets codes.
- *-- Coordinates plan review and approvals with all other city departments for which approval is required as a precondition for a building permit.
- Attends meetings and workshops and reads technical literature to keep current on codes.
- *-- Maintains and updates plan review log and computer plan tracking system.

- Inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of the International Building, International Residential, International Mechanical, International Plumbing, International Fuel Gas, National Electrical and International Energy Conservation Code.
- *-- Works with computer to schedule inspections and updates computer with results of inspections performed.
- Evaluates existing buildings, on a compliant basis, for hazardous conditions and initiates abatements procedures per the currently adopted Uniform Code for the Abatement of Dangerous Buildings when warranted.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school and six (6) years of experience in inspection or the construction trades, or any equivalent combination of education and experience.

Special Requirements

- Must have a valid Utah Driver License; must be ICC certified Plans Examiner plus any two (2) of the following: ICC Building Inspector, Mechanical Inspector, Plumbing Inspector, Electrical Inspector, Combination Dwelling Inspector, Uniform Fire Code Certified or Certified Building Official.

Necessary Knowledge, Skills, and Abilities

- Considerable knowledge of the International Building, International Residential, International Mechanical, International Plumbing, International Fuel Gas, National Electrical and International Energy Conservation Code; considerable knowledge of current building construction methods, materials, tools and equipment.
- Ability to detect hazards and violations and detail compliance with Codes during plan review and field inspection work; ability to enforce regulations with firmness, tact and impartiality in field inspection work; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with department employees, other departments, architects, engineers, contractors, builders and the general public; ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and permitting software; calculator; copy machine; phone, reference codes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, or construction sites. Hand-eye coordination is necessary to operate tools, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.